



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services	Associate Accounting Analyst	549-070-4588-007
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Accounting Services	Associate Accounting Analyst	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
GL-Accounts Receivable	Headquarters – Sacramento	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		Accounting Administrator I (Supervisor)
POSITION DESCRIPTION		
<p>Under the direction of the Accounting Administrator I (Sup), the incumbent independently performs the complex and difficult accounting tasks. The incumbent is the primary contact for federal, recreational trails fund and Cal OES reimbursements and is responsible for interpreting federal regulations associated with federal grants. Full understanding of these reimbursements is necessary to effectively meet regulatory and internal deadlines. Responsible to perform a wide variety of consultative, advisory, research and evaluative duties in the area of federal reimbursements. Responsible for direct contact with program staff and staff within Department of Parks and Recreation and the federal government regarding reimbursements and federal financial reports. The incumbent will use (FI\$Cal) to post and reclass reimbursement transactions, run reports to submit federal financial reports. As unit lead, the incumbent will provide support to unit and provide guidance and will assist in year-end processes</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	Independently maintain fiscal management of all federal, recreational trails fund and Cal OES reimbursements from inception to closeout. Responsible for analytical work involved in coordinating, preparing, researching, processing, monitoring, and tracking all management cost for reimbursement, including financial review of all allowable expenditures; respond on a timely basis to follow up questions from internal, external and federal customers; attend meetings with program staff to provide consultation on possible solutions or alternative improvements to the accounting aspect of the program. Track, maintain and reconcile pass-through grants. Responsible for remitting electronic payments and reclassing those payments to agency level in Fi\$Cal.	
30%	Analyze tracking and Fi\$Cal reports to process amounts owed to the clearing account and post Plan of Financial Adjustment (PFA) transactions to reimburse clearing account in Fi\$Cal. Prepare, process and post transfer of the statewide Cost Allocation Plan (SWCAP) to Fi\$Cal. Performs cash and expenditure reconciliations and drawdowns for federal grants and agreements. Prepares and submits Federal Financial Reports (SF-425) as required. Complete financial closeout for federal grants at the end of the performance period. Verify grant requirements are met as specified by the special conditions of the grant. Responsible for the reconciliation of federal reimbursement accounts and resolving discrepancies, including issuing refunds and obtaining Department of Finance approval for refunds over \$10,000.00.	
25%	Review tab run to ensure the Federal Trust Fund (FTF) accounts are active. Work with program to ensure amendments are completed prior to grant expiration and submit AUD10a forms to State Controller's Office to extend FTF accounts. Review new grants and agreements and submit AUD10a to establish new FTF accounts, if needed. As the unit lead, review staff work and assists in solving more complex issues, provide feedback and recommendation to staff to improve work efficiency.	
5%	Prepare Year-End adjusting and accrual entries. Write desk procedures. Review desk procedures written by unit staff and provide feedback to writers.	



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MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
TELEWORK DESIGNATION:		
This position is designated as (telework eligible). This position is (remote)-centered.		
SPECIAL REQUIREMENTS:		
None		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE